

YOUTH PROGRAMS ANALYST

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position in the Dutchess County Youth Bureau with multi-faceted responsibilities in the areas of youth programs assessment and evaluation. The incumbent compiles and analyzes information to be used in needs assessments and evaluation of programs. This person attends various committee and subcommittee Youth Board meetings, providing technical assistance in the evaluation of programs and community objectives for youth services. The incumbent works closely with the Executive Director and Assistant Director - Youth Bureau in the preparation of the mandated annual Comprehensive Youth Service Plan. Work is performed under the direct supervision of the Executive Director - Youth Bureau, with latitude allowed for the exercise of independent judgment. Supervision of other staff is not normally a function of this position.

TYPICAL WORK ACTIVITIES:

1. Defines areas of descriptive study related to youth and develops methodology for collection and interpretation of data;
2. Compiles available statistical data from various resource agencies and summarizes data in charts, reports, etc. to present information;
3. Discusses and interprets compiled data with various youth service agencies and committees to ascertain youth needs and existing youth services and make recommendations for improvement and modifications of services;
4. Provides technical assistance to youth service programs in establishing program goals, objectives and service measurements and reporting techniques based on needs assessments of local community;
5. Serves as departmental representative with five standing committees of Youth Board and coordinates and conducts all monthly meetings;
6. Coordinates departmental staff, committees and Board members in compiling information on youth program needs and objectives for the annual Comprehensive Youth Service Plan;
7. Prepares, in consultation with the Executive Director, the annual County Comprehensive Youth Service Plan, as required by the New York State Division for Youth;
8. Develops qualitative and quantitative criteria for the monitoring and evaluation of youth service contract programs;
9. Gathers information on contract programs from on-site visits and quarterly reports and summarizes this information into reports for the Executive Director;
10. Uses information gathered on contract programs to monitor effectiveness of programs in meeting objectives and provides technical assistance to programs in needed areas of improvement;
11. As departmental representative to Youth Council, works directly with youth in the design and direction of youth participation projects;
12. Works in conjunction with other departmental staff to assist Youth Board Proposals Committee in annual state aid allocations to youth program providers;
13. May prepare variety of reports on various topics related to youth;
14. May be involved in speaking engagements to explain the functions and services of Youth Bureau;
15. Does related work as required.

YOUTH PROGRAMS ANALYST (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the characteristics, problems, needs and interests of youth; thorough knowledge of community resources and facilities available to youth; good knowledge of the principles and practices involved in evaluating and planning a comprehensive youth service program; ability to work with numbers (measures of central tendency, percentages) and to understand, prepare and interpret tabular and graphic material; ability to plan, evaluate and recommend appropriate modifications of programs and services; ability to establish and maintain effective working relationships with public and private officials and agencies; ability to make accurate and objective observations; ability to communicate effectively, both orally and in writing and to prepare a variety of technical and objective materials; ability to speak to large groups of people; ability to work independently; sensitivity to the concerns and problems of nonprofit agencies; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in social sciences or a related field and one year of full-time paid work experience in the area of youth or community organization;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in social sciences or a related field and three years of full-time paid work experience in the area of youth or community organization;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.